



Determine need for Non-Schedule Day carriers

Do I Have Open Routes?

Yes

Does under time in workload permit meeting the open route ratios?

No

Is the unit currently at the target open route ratio (see below)?

Yes

Are all CCAs scheduled or on hold downs?

Yes

No

Disapprove NSD Request

Yes

Disapprove NSD Request

No

Schedule CCAs accordingly

No

Call In Non Schedule Day

Target Open Route Ratio:

- ☐ 15% Saturday
- ☐ 8% Monday
- ☐ 10% Tuesday-Friday

Follow local MOU for contractual compliance in holiday week scheduling

Yes

Is office performing at or below earned?  
Office – Pet Tool plus 15 minutes  
Street – Base plus 1 minute for each parcel over base

No

Review Performance, Set Expectations, and discuss NSD request

Yes

Have all On the Clock ODL Carriers, PTFs, and CCAs been maximized?

No

Review ODL List and Staffing

No

Was any carriers excused under the 701 rule?

Yes

Disapprove NSD Request

Yes

Have all efforts been made to find assistance outside of the installation?

No

Canvas share plan offices remaining contractual compliant



